



Position Description

Line Manager

Position Title	Corporate Accounting Manager
Section	Financial Services
Division	Corporate Performance
Reports to	Group Manager, Financial Services
Grade	19
Direct Reports	Up to 3
Indirect Reports	1

Position purpose

The Corporate Accounting Manager is responsible to undertake the preparation of budgets, to assist service areas with budget projections and provide critical challenge on monthly basis, or as required. Support month end and year end processes, preparing performance and other reports.

The Corporate Accounting Manager is responsible for consolidation of financial information into meaningful reports for senior managers which provide analysis, outcomes, options and recommendations linked to the overall financial position reported. To ensure that these reports are timely and accurate.

The Corporate Accounting Manager is to regularly meet with Directors/Heads of Service/Service Managers to review the service provided and make improvements where necessary.

The Corporate Accounting Manager advises on the financial viability of new or existing projects and policy proposals

The Corporate Accounting Manager delivers financial training initiatives to other areas of Council.

Strategic responsibilities

Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives

Manage team plans and budgets, to ensure organisational priorities, goals and objectives are met

Apply understanding of political, social and legal influences in conjunction with organisational culture to all initiatives and actions

Provide best practice and timely advice to the Group Manager and Director



Organisational responsibilities

Model Council's organisational values and related behaviours, at all times setting a strong example for the team

Work across Council to encourage cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community, including promoting an enhanced awareness of team functions

Apply organisational policies and procedures in day to day work

Support Council to build an enhanced reputation of proactive communication and interaction with community members and stakeholders

Team responsibilities

Ensure your team's functions are delivering on the Community Strategic Plan, Delivery Program and Operational Plan

Recommend changes to Council policy / practice in order to more effectively deliver on community strategic plan priorities

Review team and individual performance through the Employee Engagement Process

Promote system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Implement effective, efficient and sustainable management practices for the human, physical, financial and information resources of the team

Other position specific responsibilities

Key Result Area	Primary Activities
Corporate Accounting & Reporting	<ul style="list-style-type: none">• Preparation of Annual Budget in accordance with internal budget principals, Australian accounting standards as well as interim and monthly accounts as required• To define and make recommendations in the determination of annual budgets linked to the needs of the Operational Plan and the four year Delivery Program• Preparation of Council and Committee reports as required including Monthly Budget variance Report• Contribute to development of long term financial plan, modelling, or projects and budget as required• Ratio analysis and forecasting• To prepare forecast summaries and variance analysis to be used in briefing managers on the financial performance of the Department being supported• To regularly meet with Directors/Heads of Service/Service Managers to review the service provided and make improvements where necessary• Effectively exercise all delegations and authorities issued by the General Manager



	<ul style="list-style-type: none">• Attend Council and Committee Meetings as required• Assist in the maintenance and continual improvement of Councils' financial compliance framework to provide assurance that all managers and staff are meeting all of their obligations in this area• Production of statistical and data for benchmarking, Freedom of Information requests and other ad hoc requests• To undertake complex projects and/or financial analysis with minimal supervision for activities that may have a material financial impact on the council• Assist the Group Manager, Financial Services in the development of financial strategies aligned with the overall vision and objectives of Council
Customer Service	<ul style="list-style-type: none">• Provide a high level of customer service to internal and external customers
Correspondence	<ul style="list-style-type: none">• Preparation of correspondence regarding corporate accounting related matters
Filing	<ul style="list-style-type: none">• All necessary reports filed daily and archived as required, review and disposal of records in strongroom in line with legislative requirements
Team Support	<ul style="list-style-type: none">• Management of Corporate Accounting team including ongoing training• Provide support to Financial Accounting Manager as required• Back up of Group Manager, Financial Services as required• Participate and contribute to an effective and productive team• Assist in any other matter as requested by the Group Manager, Financial Services or Director Corporate Performance• Foster good team work and high staff morale within the team



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values-based behaviours will form the basis for individual employee performance assessments.

As a manager, you are expected to demonstrate the behaviours required of non-supervisory employees and supervisors / team leaders / coordinators, in addition to those outlined below.

Values-based behaviour for Executive Group, Group Management & Line Management

Values

Expected Behaviour

Communication

- I provide and accept regular, valid and objective feedback in relation to individual performance
- I share strategic direction and information with my team in a timely manner
- I actively listen to my staff and stakeholders, and act as required
- I define and clearly communicate roles and responsibilities to achieve team outcomes

Accountability

- I drive a culture of achievement and acknowledge input of others
- I take ownership for the delivery of my areas of responsibility
- I am responsible and timely in my decision-making
- I accept my WHS responsibilities, promote WHS across all areas in Council, and ensure my team are actioning their WHS responsibilities

Professionalism

- I promote Council's strategic direction and show the way to achieve it
- I uphold and support management's position on issues
- I use feedback to enhance my own performance
- I raise critical issues and make tough decisions

Integrity

- I model Council's organisational values and related behaviours at all times
- I am open and honest in all my business activities and consider all views
- I ensure that my people behave in a consistent manner
- I create an environment where staff can speak up and speak out

Teamwork

- I mentor and coach my team
- I work collaboratively across the organisation, and encourage my team to do the same
- I foster an environment where team members feel comfortable to participate, and where ideas are valued
- I build a culture of respect and understanding across the organisation

Document Endorsement

Date	19/12/2017	Group Manager	<u>Chief Financial Officer</u>
Date	<u>12/01/2018</u>	Director	<u>Corporate Performance</u>

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name	<hr/>
Employee Signature	<hr/>
Date	<hr/>